

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



Announcement # 2015-124 Issue Date: 07-14-15 Closing Date: 07-20-15

**Office Assistant III  
Tribal Insurance  
Department of Finance  
Hourly Wage: \$10.87/Regular/Full-Time**

Assists the Tribal Insurance office with a variety of job duties. Will be responsible for the disbursement of insurance explanation of benefits to all insured as well as medical providers. Takes copies for all insurance staff, types various program documents and does program filing.

**Knowledge, Skills and Abilities:**

- Knowledge of various Group Health Plan benefits and how each is administered.
- Ability to maintain strict confidentiality when dealing with personal health related matters, program records and files.
- Ability to exercise good judgement when handling insurance matters.
- Ability to be tactful when dealing with the public.
- Ability to understand and follow instructions.
- Ability to work independently and productively with minimal supervision.

**General Recruiting Indicators:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.